

Document Uploader Demo

Uploaded Documentation

No Documents Available

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1. Example to Document “Enrolled in Secondary Education Program” PIRL 1401

- Before beginning, the document you want to use must be scanned into your computer
- Case Details Page > Universal Information > Uploaded Documentation
- Click on “Add New Document”

Documentation Item

Select the documentation item and the type, then click Continue.

* indicates a required field

* Documentation Item	Activity Sheets
* Select Documentation Item Type	
<input checked="" type="radio"/> Universal	
<input type="radio"/> Enrollment	

[Continue](#)

[Cancel](#)

2. Select Documentation Item Type: The actual documentation that has been collected & scanned

- Open the dropdown to make a selection.
- To document PIRL 1401: “Enrolled in Secondary Education Program” select: Transcript / Report Card
- Select “Enrollment” (always select Enrollment)
- Click: Continue

Document Uploader Demo

Documentation Item

Select the type of documentation for Transcript / Report Card.
Select which enrollments the documentation is for.

* indicates a required field

* Type Of Document

Validation

* Enrollments

Adult (Local Formula): 12/27/2018 (Open)

Continue

Go Back

Cancel

- 3. Type of Document:** For Data Validation purposes, always select "Validation"
- Enrollments: Select the program the participant is enrolled in
 - Click: Continue

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Documentation Item

Select the data elements that this documentation upload verifies for each enrollment.

* indicates a required field

* Please Select

Adult (Local Formula) (12/27/2018 Open)

- Attained Diploma, GED, or Certificate
- Participated in Post-sec Ed During Participation #1332
- Enrolled in Secondary Education Program #1401
- Date Enrolled in Post Exit Ed or Training Leading to Postsec Credential #1406
- Postsecondary Transcript/Report Card MSG #1807
- Secondary Transcript/Report Card MSG #1808
- Date enrolled during participation in education or training leading to a postsecondary credential or employment #1811
- Youth Placement Information Q4 #1901
- Date Attained Degree or Certificate
- Date Goal Was Attained
- School Status at Exit
- School Status at Participation
- Skill Goal Attainment
- Youth Placement Information Q2 #1900
- Youth Retention Information

4. Select the PIRL element to be documented then click: Continue

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Documentation Item

Select the document from your computer and click Finish to upload the document.

The following file types are accepted: PDF, JPEG, PNG, or GIF. The file may be no larger than 3 MB.

Before choosing the document to upload, please remove all special characters and/or extra punctuation from the file name. Underscores *are* allowed.

* indicates a required field

<input type="button" value="Browse..."/> No file selected.	
* Document Item	<input type="text"/>
	File Description (2500 character max.)
	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>
	 Check spelling

5. Click on: “Browse” to locate the scanned documentation. I placed mine on the desktop.

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Documentation Item

Select the document from your computer and click Finish to upload the document.

The following file types are accepted: PDF, JPEG, PNG, or GIF. The file may be no larger than 3 MB.

Before choosing the document to upload, please remove all special characters and/or extra punctuation from the file name. Underscores *are* allowed.

* indicates a required field

<input type="button" value="Browse..."/> Report Card.pdf	
* Document Item	<input type="text" value="Report Card"/>
	File Description (2500 character max.)
	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">test notes</div>
	 Check spelling

6. Document Item:

- Enter the name of the paper you are using for documentation "Report Card".
- Enter notes if desired.

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Documentation Item

File Upload Finished

The file, Report Card.pdf, was successfully uploaded for Shawna Bailey.

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Uploaded Documentation

1 Enrollment document is available	View
Add New Document	

7. Finished

- The document is added and “View” is available.

Documentation Items

Document Name	Document Item	Uploaded By	Uploaded	Validates	Action
Transcript / Report Card	Report Card	Monaco, Sandy	08/13/2019	<ul style="list-style-type: none">▪ Adult (Local Formula) 12/27/2018○ Enrolled in Secondary Education Program #1401	Edit Delete

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- 8. Click: “View” and the summary screen displays. Click “Transcript Report Card” to display.